1 Place the originals face-down on the scanner glass, as indicated by the reference mark, or face-up in the ADF.

2 Press the **SCAN DOCUMENT** button ( ). The **What are you scanning?** dialog box appears.

3 Choose the appropriate settings, and then click **Scan**.

4 When you are finished scanning, click **Done**. The software sends the scanned file to the specified location.

Note: If you want to preview scans before they are sent to their destination, see **preview a scanned image**.

Note: To create a searchable PDF from your scan, select the **Scan for editable text (OCR)?** option in the **What are you scanning?** dialog box. When you are done scanning your document, save it as a PDF. For more information about OCR scanning, see **scan text for editing** on page 6.

scan pictures

Use the **SCAN PICTURE** button ( ) to scan printed photos, graphics, slides, or negatives.

1 Place the original face-down on the scanner glass, as indicated by the reference marks, and close the lid.

2 Press the **SCAN PICTURE** button ( ).

3 When you are finished scanning, click **Done**. The image is scanned into the HP Photo & Imaging Gallery.

Note: If you want to preview scans before they are sent to their destination, see **preview a scanned image**.

Tip: The HP Scanning software can automatically correct your pictures or restore faded colors in old pictures. To turn picture correction on or off, select **Auto Correct Photos** from the **Basic** menu of the HP Director, and then choose the options you want.

preview a scanned image

By default, the software does not prompt you to preview the scan when you use any of the front-panel buttons on the scanner.

If you want to preview the scanned file, either begin the scan from the HP Director instead of using the buttons on the front of the scanner, or change the button settings in the HP Director to allow previews.